BYLAWS

Department of Civil and Environmental Engineering
Michigan State University

Preamble. The Bylaws of the Department of Civil and Environmental Engineering, Michigan State University, provide guidance, policy, and procedures for the administration of the business of the department. Sources of authority which take precedence are the MSU Faculty Handbook and its references and regulations, and the bylaws promulgated by the College of Engineering.

1. Definitions

1.1 Faculty

1.1.1 Composition of the Faculty

1.1.1.1 The regular faculty shall consist of all persons in the department who have been appointed under the rules of tenure (i.e., persons who have a tenure-stream appointment in the department) and who hold the rank of professor, associate professor, or assistant professor.

1.1.1.2 Fixed-term faculty shall consist of all persons appointed as professor, associate professor, assistant professor, instructor, visiting professor, visiting associate professor, visiting assistant professor or visiting instructor but not appointed under the rules of tenure, and non-Board-appointed specialists.

1.1.1.3 Honorary faculty shall be those persons designated as adjunct professors or professor emeritus. Adjunct faculty shall be appointed upon the recommendation of any tenure-stream faculty member and approved by the Advisory Committee. Adjunct appointments shall be for a maximum of three years, and renewable. As stated in the faculty handbook “Persons holding such appointments are expected to have the educational background and/or experience required for the rank, and they must be interested in providing some degree of service to the unit.”

1.1.2 Voting Faculty

1.1.2.1 The voting faculty in the election of university and college council and committees and in department elections and voting shall be all regular faculty.

1.1.2.2 A faculty member jointly appointed in two or more units may vote only once in a given election. In elections voted upon by two or more units the faculty member shall vote in that unit which has primary responsibility for initiating personnel actions as indicated on the multiple appointment form filed in
the Office of the Provost.

For definition, see the MSU Faculty Handbook
1.2.3 Students

1.2 Students

1.2.1 Student Constituency

1.2.1.1 For the purpose of selecting student representatives from the department to department, college, and university committees, the student constituency shall consist of all students who have been accepted into the degree programs of the department.

1.2.1.1.1 Those students who are enrolled in graduate degree programs, or as candidates for graduate degrees, shall be classified as graduate students.

1.2.1.1.2 All other students shall be classified as undergraduate students.

1.3 Modes of Participation

1.3.1 The four modes of faculty and student participation identified for use in Academic Governance include consultation, advisory, shared responsibility, and delegated authority. These modes shall conform to the appropriate section of the Bylaws for Academic Governance, Michigan State University.

2. Department Academic Governance.

2.1 Department Organization

2.1.1 Chairperson

2.1.1.1 The chief executive officer of the department is the chairperson.

2.1.1.2 The chairperson is responsible for the educational, research, and service programs of the department. This responsibility includes budgetary matters, physical facilities, and personnel matters in the chairperson's jurisdiction, taking into account the advisory procedures of the department.

2.1.1.3 The voting faculty of the department shall have shared responsibility with the dean to determine procedures for the selection of the chairperson to be
nominated to the provost.

2.1.4 Faculty and students of the department shall advise and consult with the dean in the appointment of a chairperson.

2.1.5 The chairperson of the department shall be subject to regular review at intervals not to exceed five years.

2.1.5.1 The department faculty shall have shared responsibility with the dean to determine procedures for the review of the chairperson.

2.1.5.2 There is no limit on the number of times an individual may be continued in the position of chairperson.

2.1.5.3 At any time during the term of office, the appointment of a chairperson, as chairperson, may be terminated either by resignation, or by the dean of engineering, or by action of the Board of Trustees upon recommendation of the president and the provost.

2.1.2 Associate Chairpersons

2.1.2.1 The nomination of the associate chairperson(s) is the responsibility of the chairperson. The nominee must be approved by the regular faculty.

2.1.2.2 The appointee(s) shall be member(s) of the regular faculty of the department, with duties to be defined by the chairperson.

2.2.2.3 Associate chairpersons may be ex-officio members of the appropriate committees, at the discretion of the Chairperson.

2.1.3 Secretary

2.1.3.1 The secretary of the faculty shall be appointed by the chairperson in consultation with the regular faculty.

2.1.3.2 The secretary shall be responsible for taking minutes at all department faculty meetings. Minutes shall
2.2 Department Committees

2.2.1 Membership and Election Procedure

2.2.1.1 All committee elections shall take place in the Spring semester and the new members shall take office at the beginning of the Fall semester. All elections shall be conducted by confidential ballot in which write-in candidates shall always be permitted.

2.2.1.2 There is no restriction on reelection. Vacancies occurring on committees, other than for the summer period, shall be filled by the chairperson.

2.2.2 Advisory Committee

2.2.2.1 **Purpose.** The purpose of this committee is to provide the department chairperson with the advice and counsel of representative elected members of the department on all affairs of the department. The department chairperson shall actively solicit the help and counsel of the Advisory Committee and shall carefully consider their recommendations, but the department chairperson has the responsibility for all final decisions. The Advisory Committee may also initiate recommendations to the chairperson.

2.2.2.2 **Responsibilities.** In its advisory capacity to the department chairperson, the Advisory Committee shall in particular: recommend general policies pertaining to the educational and research programs; suggest general policies pertaining to teaching assignments and teaching loads; make recommendations of policies relating to faculty compensation and raises; and recommend growth and development plans.

2.2.2.3 **Term and Election Procedure.** The term of office shall be two years. The committee will have four members, who are regular faculty members, such that at least one member has primary teaching responsibilities in support of the civil engineering program and one member has primary teaching responsibilities.
responsibilities in support of the environmental engineering program. Terms of officers shall be staggered such that one member representing each of the two programs is elected each year. Associate chairperson may be appointed to this committee as an ex-officio member of the committee.

2.2.2.4 The Advisory Committee shall select one member from amongst those beginning their two-year term to serve as the department representative to the Engineering College Advisory Committee (ECAC) for a two-year term.

2.2.3 Graduate Studies Committee

2.2.3.1 **Purpose.** The purpose of this committee is to recommend policy for the MS and PhD programs, and such other degree and non-degree programs as may appear in the future. This committee shall recommend changes to department procedures for the review by faculty when appropriate.

2.2.3.2 **Responsibilities.** The committee's specific responsibilities include: reviewing proposed graduate course changes, additions or deletions; promoting recruitment of students to graduate programs in the department; recommending criteria for admission to graduate programs and for awarding of financial aid; and establishing policy for administration of the programs.

2.2.3.3 **Term and Election Procedure.** The term of office shall be two years. The committee will have three members who shall be elected by the faculty such that at least one member has primary teaching responsibilities in support of the civil engineering program and one in support of the environmental engineering program. Terms will be staggered so that at least one position is filled each year. The committee will have one student member elected by the committee. The associate chairperson for graduate studies will serve as an ex-officio member of the committee.

2.2.4 Undergraduate Curriculum Committee

2.2.4.1 **Purpose.** The purpose of this committee is to advise the department faculty regarding the undergraduate
curriculum for the department’s programs and the approval of course changes, additions, and deletions. The committee also has shared responsibility with the chairperson and the associate chairperson for undergraduate studies for preparing major curriculum revisions and for accreditation visits.

2.2.4.2 Responsibilities. The committee's responsibilities include: reviewing proposed undergraduate course changes, additions, and deletions; promoting recruitment of students; recommending criteria for admission to the BS degree programs and; in reviewing of documents for accreditation visits; and providing an overview of the program.

2.2.4.3 Term and Election Procedure. The term of office for faculty members shall be two years. The committee will have three faculty members who shall be elected by the faculty such that at least one member has primary teaching responsibilities in support of the civil engineering program and one in support of the environmental engineering program. Terms will be staggered so that at least one position is filled each year. The committee will have one voting student member elected by the committee for a period of one year, chosen from an applicant pool provided by the leaders of the civil and environmental engineering undergraduate student organizations. The student member shall be rotated between the civil engineering and environmental engineering majors annually. The associate chairperson for undergraduate studies and the undergraduate student advisor will serve as ex-officio members of the committee.

2.2.5 Promotion and Tenure Committee

2.2.5.1 Purpose. The purpose of this committee is to review the materials prepared by candidates being considered for reappointment, promotion or tenure, evaluate their credentials, and make recommendations to the Committee of Tenured Faculty regarding these actions. The membership of Promotion and Tenure Committee will include three tenured faculty, selected by the chairperson.

2.2.5.2 Responsibilities. The committee will: assist candidates being considered for reappointment, promotion or tenure assemble their dossier; identify
external references and solicit letters for these actions as required; and draft recommendations regarding
each action for consideration by the department’s tenured faculty.

2.2.5.3  
**Term and Election Procedure.** The nomination of the committee members is the responsibility of the chairperson. The nominees must be approved by the regular faculty. The term of the committee is from early April to the end of March of subsequent year.

2.2.6  
**Safety Committee**

2.2.6.1  
**Purpose.** The purpose of this committee is to ensure department compliance with safety regulations imposed by the university, the Environmental Protection Agency, the Occupational Safety and Health Administration, and other agencies having jurisdiction on safety compliance issues.

2.2.6.2  
**Responsibilities.** The committee’s responsibilities include: establishment of procedures and practices that ensure safety compliance; ensuring that established procedures and practices are implemented by faculty and staff; and responding to safety issues raised by the university or external agencies.

2.2.6.3  
**Term and Election Procedure.** The term of office shall be two years. The committee, consisting of faculty or staff members, will be appointed by the chairperson.

2.2.7  
**Committee of Tenured Faculty**

2.2.7.1  
The Committee of Tenured Faculty shall consist of all tenured regular faculty and shall have responsibility to evaluate the qualifications of individual non-tenured faculty members for reappointment with or without tenure, and tenured faculty being considered for full professor, and make recommendations on actions. This committee serves as the Department Peer Rating Committee, as defined in the College of Engineering Faculty Handbook. Votes of the committee shall be taken by secret ballot.

2.2.8  
**Search Committees**
2.2.8.1 **Purpose.** Search committees shall have *shared responsibility* with the chairperson in making recommendations for new faculty hires to the Dean. The search committee will use criteria for selection determined by the voting faculty.

2.2.8.2 **Organization.** A specific search committee will be an ad hoc committee of at least four regular faculty members selected by the chairperson in consultation with the Advisory Committee, and constituted so as to meet university requirements. At least one member shall hold their primary appointment outside the department.

2.2.8.3 **Duties.** The duties of the search committee shall include: establishing procedures for all components of search and screening for candidates, including advertising, in conformance with university’s equal opportunity and nondiscrimination policies and procedures; advisory responsibility the chairperson to the dean in selecting applicants to be interviewed; and coordination of a seminar and interviews with the faculty. After all interviews are completed, the committee shall solicit the opinion of the regular faculty regarding the qualifications of those interviewed and the committee’s recommendations in a faculty meeting. A report containing their recommendations and a vote of the regular faculty on this report shall be presented to the faculty and the chairperson, prior to the chairperson making the final selection.

2.2.9 **Other Department Committees**

2.2.9.1 The department chairperson, in consultation with the Advisory Committee, shall appoint such other committees and establish such other procedures as he/she deems appropriate in obtaining advice on the conduct of department matters.

2.2.9.2 The faculty may establish additional committees, either by election or appointment by a majority vote of the faculty.

2.2.9.3 In the formation of other department committees,
2.3 Faculty Merit Salary Criteria

2.3.1 Faculty merit salary criteria shall be on file in the office of the dean of engineering. These criteria shall be reviewed with the department's advisory committee annually and proposed changes, if any, shall be brought before the faculty of the department for approval prior to implementation.

2.3.2 Raises will be awarded to faculty based on performance in research, teaching and service as described in the documents entitled “Performance Evaluation and Merit Raise Procedure for Tenure Stream Faculty,” and “Performance Evaluation and Merit Raise Procedure for Specialists.”

2.4 Department Faculty Meetings

2.4.1 The faculty of the department shall meet at least once during each semester. Additional meetings of the department faculty may also be called by the department chairperson, by the department Advisory Committee, or by written request of any five regular faculty members.

2.4.2 The chairperson or designee shall attend and preside at all meetings of the department faculty.

2.4.3 Conduct of all department faculty meetings shall be governed by Robert's Rules of Order, Revised, unless waived by a vote of the simple majority present.

2.4.4 Minutes shall be distributed to department faculty.

2.4.5 A majority of the regular faculty excluding those on approved leaves of absence shall constitute a quorum and as outlined in 2.4.6.

2.4.6 Determining Quorum and Voting: For a regularly-scheduled or special faculty meeting, a quorum is defined as 40% of the eligible voting members + one (1). The voting members are defined as the tenure-track faculty members in the department plus those to whom voting privileges have been extended consistent with these bylaws. For the purposes of defining a quorum at a regularly-scheduled or special faculty meeting, unless they are present, the following do not count toward the total number of voting members:

- members who are currently on sabbatical or other leave
- members who have their primary duties outside of the department (e.g., full-time associate dean)

For all actions at a regularly-scheduled or special faculty meeting,
an action will be considered to have passed if the affirmative votes are more than one-half of the voting members when a quorum is present.

For some issues, mail (or electronic mail) ballots are appropriate: tenure and promotion recommendations, bylaws changes, and major changes in the degree programs. For mail ballots (sent to all voting members), the majority of those voting carries the motion.

2.5 Student Participation in Academic Governance

2.5.1 Student participation in department academic governance bodies (undergraduate and graduate studies committee) shall be on a selective basis as determined by the chairperson through elected members who shall in all cases be in the same mode as faculty participation, except as reserved. The matters reserved for the regular faculty are: policy concerning salary, leaves, insurance, retirement, and fringe benefits of faculty; decisions concerning the appointment, salary, reappointment, promotion, tenure or dismissal of individual faculty members. Evidence from students regarding the teaching performance of faculty shall be considered in decisions concerning the above matters.

3. Rights and Responsibilities

3.1 Faculty rights and responsibilities

3.1.1 Faculty members are responsible for the academic programs of the department, for the conduct of their classes, for their research, and for the professional conduct and operations of the department's activities. Faculty action shall be taken on items of major importance to the department which comes within faculty jurisdiction.

3.2 Annual Review, Reappointment, Tenure or Promotion of Regular Faculty Members

3.2.1 Basis for Evaluation. Evaluations are based on individual faculty performance in research, teaching and service. The documents entitled “Performance Evaluation and Merit Raise Procedure for Tenure Stream Faculty” and “Performance Evaluation and Merit Raise Procedure for Specialists” describe the expectations in research, teaching and service. Evaluation of each individual's professional competence and performance shall be based upon the Annual Report of Faculty Load, Activities, Achievements and Plans prepared by the faculty member, and when available, also the Recommendation for Reappointment, Tenure and Promotion Action dossier; upon individual consultation by the department chairperson with the faculty member; upon the department chairperson's personal observations of performance; and upon comments, reports and evaluations of performance received from other sources. Criteria for reappointment, tenure or promotion will be consistent with college criteria and the MSU Reappointment,
Promotion and Tenure Policy Principles.

3.2.2 Procedure. Primary responsibility for annual evaluation of faculty members and informing them of their progress shall rest with the department chairperson. Each faculty member shall be informed annually of their progress by means of a written document from the department chairperson.

3.2.2.1 Non-tenured faculty members and those seeking promotion to the next academic rank who are subject to reappointment or promotion recommendations shall be notified by the end of the spring semester prior to the final date for submitting departmental recommendations to the dean. If the tentative decision of the department chairperson is not to recommend reappointment or promotion, that information shall be transmitted to the faculty member at least one week prior to the final recommendation date.

3.2.2.2 Separate recommendations to the College Rating Committee and to the Dean on reappointment or promotion shall be made by the chairperson and by the Committee of Tenured Faculty.

3.3 Appointment of New Faculty

3.3.1 The voting faculty shall have shared responsibility with the chairperson in establishing the procedures for hiring new faculty in the tenure stream. This responsibility shall include: defining the areas of teaching and research expertise in which a search is to be made; establishing the required qualifications of the prospective faculty member; and outlining to the search committee any specific procedures to be followed.

3.3.2 The chairperson shall report selection for a new faculty member appointment to the faculty prior to making an offer.

3.4 Grievance and Hearing Procedure

3.4.1 Faculty grievance and hearing procedures will be in accordance with the Bylaws of the Department of Civil and Environmental Engineering, Faculty of the College of Engineering and the MSU Faculty Grievance procedures.

3.4.2 Students rights, responsibilities, and grievance procedures will be in accordance with policies regarding students at Michigan State University including, “Academic Freedom for Students at Michigan State University” and “Graduate Student Rights and Responsibilities.”
4. Interpretation and Amendment of the Bylaws

4.1 Interpretation. The department Advisory Committee and the chairperson shall have shared responsibility with regard to the interpretation of these bylaws and for making any interim decisions not covered by them.

4.2 Amendments

4.2.1 Amendments may be adopted by a two-thirds vote of those voting on a confidential ballot following a department faculty meeting at which the amendment was discussed.

4.2.2 Amendments may be initiated by the chairperson, by the Advisory Committee, or by the petition of any three members of the voting faculty. Faculty members should be informed of proposed amendments at least one week in advance of the faculty meeting at which the amendments are to be discussed.

4.2.3 The effective date will be immediately after adoption of amendments to the bylaws.

Current version approved: April 21, 2016
(changed 1.1.1.3 to clarify adjuncts, and 2.2.4.3 to clarify student representation on undergraduate curriculum committee).
Previous Amendment: April 2, 2014
Previous Amendment: April 13, 2006